

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on July 15, 2010 at 6:00 p.m. at the Brown County Central Library, 515 Pine St., Green Bay WI

**PRESENT:** TERRY WATERMOLEN, CHRIS FROELICH, JOHN HICKEY, PAUL KEGEL

**EXCUSED:** DENISE BELLMORE, CARLA BUBOLTZ, MONICA GOLOMSKI, KATHY PLETCHER, TONY THEISEN

**ALSO PRESENT:** LYNN STAINBROOK, LORI DENAULT, SUE LAGERMAN, CURT BEYLER, (staff); BOB HEIMANN (Brown County Information Services Director); LONN FRYE AND TONY ROSALES. (FGM Arch); DAVE SACHS (Boldt); and MICHAEL KADOW (Somerville)

**A quorum was not present. No action was taken on any agenda items.**

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVAL/MODIFY AGENDA

Terry recommended that agenda item 4(c) be moved to 4(a) in the interest of the guests attending.

### MINUTES, BILLS AND COMMUNICATIONS

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

Communications shared with the Board included a letter from a Pulaski Library patron complimenting the staff and the programs offered to children and a copy of the letter sent to Comprise regarding the Library Payment Centers.

### OPEN FORUM FOR THE PUBLIC

No members of the public were present.

### FACILITIES REPORT

**a. Central Library Renovation update** Lonn Frye presented the department plans that were created after meeting with Central Library staff and department heads. The plans will be updated based on feedback received. The goal for each floor of the library is to make them easy-to-use people spaces. Drive-up return and pick-up windows, additional self-checks, individual and group conference rooms, RFID technology, open areas, café, glass, good visibility from the street, LEED tenets, transitional spaces, green roof and many other ideas will make the library appealing, efficient, and sustainable. Together with the project team of Boldt and Somerville, studies will be conducted on stairwells, number of toilets needed based on occupancies, structural analyses, building envelope, and construction timelines. Paul Kegel asked about a schedule of incremental steps for the renovation. Frye indicated that he thinks that it is financially reasonable for the library to move out for a designated amount of time. Michael Kadow supported this and noted that better bids from contractors would be likely if the work can be done all at once. The floor plans increase usable, flexible space for the public which allow for a variety of events. Terry noted that we will be gaining space through efficiency and it will be great to watch all of this unfold.

Lonn plans to attend the August Library Board meeting to finalize the directions for the project and present alternates and the September Library Board meeting to present more complete information. The first draft should be complete by October 1. After a period for feedback, a final draft will be presented at the October Library Board meeting. He is willing to present to the Ed & Rec committee on December 2 and the County Board on December 15.

**b. Solar Energy Project at Kress** Lynn reported that the group was in the fundraising stage and that a grant application was submitted to the Green Bay Packer Foundation. If the sufficient amount of money is not raised by the August 1 deadline, the project timeline would be pushed back until the Spring.

**b. Energy Conservation Methods Update** Curt reported that there had not been much progress. Much time was spent on emptying and donating and/or disposing of the contents of the storage room that will become the Friends of the Library's book sale sorting and storage room. ECMs that were completed involved exhaust fans at Ashwaubenon; tuck points and an exterior door at Southwest; and outdoor lighting at Central. The Central Library has also been dealing with roof leaks – some as a result of the roof drain. Two of the online catalogs were destroyed as a result of 4 of the leaks. They have been replaced. Weyers-Hilliard experienced leaks in the windows of the silo during a recent storm with strong winds.

The new Maintenance Mechanic starts on Monday, July 19. This will be of great relief to the Maintenance Department as they also have an open Housekeeper position.

## ACCOUNTANT'S REPORT

**a. Financial Report** The May financial report was presented.

**b. Acceptance of Gifts Grants and Donations** The June Gifts, Grants and Donations report was presented as follows:

### **June, 2010 Gifts & Donations**

|  |                     |                    |
|--|---------------------|--------------------|
| Bharat Pathakjee & Susan Waraczynski           | 100.00              | East DVDs          |
| Mary & Sandy Bohman                            | 200.00              | Adopt A Program    |
| GGBCF/Wrightstown Area Library Committee       | 4,496.45            | Wri Operating Exp. |
| Nicolet Federated Library System - Gates Grant | 15,600.00           | Computer Equip.    |
| Ashwaubenon                                    | 26.26               | Donation Box       |
| Bookmobile                                     | 6.55                | Donation Box       |
| East   | 39.95               | Donation Box       |
| Weyers/Hilliard                                | 251.55              | Donation Box       |
| Central Circulation                            | 41.38               | Donation Box       |
| Kress  | 7.00                | Donation Box       |
| Adult Services                                 | 6.11                | Donation Box       |
| Pulaski  | 5.92                | Donation Box       |
| Southwest                                      | 29.74               | Donation Box       |
| Wrightstown                                    | 10.05               | Donation Box       |
| <b>Total Donations</b>                         | <b>\$ 20,820.96</b> |                    |

### **Federal & State Grants**

|                                  |                     |                        |
|----------------------------------|---------------------|------------------------|
| Nicolet Federated Library System | \$ 21,018.32        | Technology             |
| Nicolet Federated Library System | 13,658.34           | Collection Development |
| Nicolet Federated Library System | 60.00               | Continuing Education   |
| <b>Total Grants</b>              | <b>\$ 34,736.66</b> |                        |

## BUDGET

Lori presented the Budget Worksheet Report that shows a shortage of \$130,885.00. Discussion took place on how to balance the budget in order to submit it. Different scenarios were presented including un-funding open positions; reducing positions; eliminating services; and cutting the book budget – none of which are favorable. The Board is extremely limited in their options. Since the majority of the Board was not present, Terry suggested scheduling a special meeting to further discuss what options to choose. He also reiterated how the library has been working to improve the collection in order to bring it up to the state's minimum standard and what a detriment it would be to fall away from that now.

Lynn completed the 2011 Capital Outlay form as directed to include the cost for an architectural and engineering final design for the renovation of the Central Library with an exact dollar figure to be presented in 2012.

**INFORMATION SERVICES REPORT ON SERVICES RECEIVED** Bob Heimann reported that 42 laptops were at Camera Corner and Sarah Evers will build an image on one and install on the others. They will then be ready for installation. Some time was lost while figuring out the software and hardware numbers but it is not detrimental to the overall timeline. I.S. projects are progressing and Bob met with Monica and Kathy and all are in agreement with the schedule. Lynn commented that the Tech Atlas PC inventory completion deadline has been changed from August 30 to August 27.

## NICOLET FEDERATED LIBRARY SYSTEM

John Hickey reported that the board met at the Oconto Falls Library. Any projects that can be submitted to NFLS for funding should be kept in mind.

## LIBRARY OPERATIONS MANAGER SEARCH

Lynn and Kathy had a telephone conference with Miriam Pollack who reported that there were 34 applications. She narrowed them to 15 and has conducted telephone interviews with seven of them. She will continue interviews with the other eight. One application stood out well above the others and that resume has been sent to Kathy Pletcher who shared it with Carla. This applicant probably would not have been found without the use of the search firm. Terry noted that

without the Operations Manager position filled, what phenomenal hard work the administrative staff of Lori, Sue and Curt has done – taking on additional responsibilities and working extra hours and Lynn agreed.

**PRESIDENT'S REPORT**

Terry thanked the Board members present for attending.

**DIRECTOR'S REPORT**

Lynn reported, on a personal note, that she had a very nice vacation.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

Paul commented that he and Monica met with Felice Maciejewski, Library Director of the Miriam B. and James J. Mulva Library at St. Norbert College, to discuss how to cooperatively work together. As an example – using BCL library cards at the St. Norbert's Library and vice versa. Monica will give a report at the next meeting on the other items discussed.

**ADJOURNMENT**

The meeting adjourned at 8:15 p.m.

**NEXT REGULAR MEETING**

August 19, 2010

Central Library

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Secretary  
Sue Lagerman, Recording Secretary